Department: Safe Environments	Effective Date: 7/1/2014	Procedure Number: 9000
Regulation Number: 1302.47(b)(5)(iii) &(v); 1302.90(c)(1)(ii); ACF-IM-HS-15-05; MARC Policy 9000; CFOC 2.2	Regulation Topic: Child Health & Safety	Policy Title: Child Discipline and Supervision

Procedure:

In accordance with MARC Policy 9000 all direct service providers must develop documented policies which must include, but are not limited to the following three areas:

1. **Acceptable Practices** within the agency which address at a minimum:
    - The prohibition of the following behaviors in all settings by all staff:
        i. The use of corporal punishment meaning any of the following actions inflicted directly on the body including, but not limited to:
            1. Hitting
            2. Spanking (refers to striking a child with an open hand on the buttocks or extremities with the intention of modifying behavior without causing physical injury)
            3. Shaking
            4. Slapping
            5. Twisting
            6. Pulling
            7. Squeezing
            8. Biting
        ii. Demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures
        iii. Compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances
        iv. Exposing a child to extremes of temperature
        v. Use of physical restraint without parental permission, an individualized plan and staff training
        vi. Or any punishment deemed questionable by MARC Head Start

    - Isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where a child cannot be seen or supervised
    - Binding or tying to restrict movement, such as in a car seat (except when travelling) or taping the mouth
    - Using or withholding food as a punishment or reward

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- Toilet learning/training methods that punish, demean, or humiliate a child
- Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise. Any child care program must not tolerate, or in any manner condone, an act of abuse or neglect of a child by an older child, employee, volunteer, or any person employed by the facility or child's family
- Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or child's family
- Any form of public or private humiliation, including threats of physical punishment
- Physical activity/outdoor time should not be taken away as punishment
- Or any practice deemed questionable by MARC Head Start staff

2. **Appropriate Supervision** which addresses at a minimum:
    - Redundant procedures must be developed to ensure that no child is left alone
    - These procedures must include, but are not limited to:
        i. Designating a second staff person to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure
        ii. Name-to-face roll call during transition periods
        iii. One teaching staff member at the front of the line/group of children and one at the back to ensure no child leaves the group during transitions

3. **Staff Monitoring** which addresses at a minimum:
    - Personnel policies and procedures must include provisions for appropriate penalties for violating the policies and procedures including at a minimum:
        i. Corrective actions
        ii. Grounds for immediate dismissal
        iii. Conditions requiring investigation by the MO Department of Health and Senior Services
        iv. Conditions requiring investigation by the MO Department of Social Services